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# WESTERN MICHIGAN UNIVERSITY

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## Job Description

**Job Title:** Evaluation Associate (multiple positions available)  
**Pay Type:** Temporary  
**Hours:** 30-35/week  
**Location:** Flexible – Kalamazoo, Flint, or Detroit  
**Dept:** Unified Clinics/CTAC - Evaluation

### General Summary

Conducts evaluation for CTAC grant/contract-funded projects

### Major Duties

- Conduct evaluation activities according to the developed evaluation plan.
- Develop/assist developing database/data storage plan for project.
- Develop/assist developing data collection strategy.
- Implement data collection, or implement with assistance.
- Implement and oversee data management of specified projects related to grant-and contract-funded evaluation and/or research.
- Assist senior evaluator in implementing projects.
- Prepare evaluation reports by compiling and analyzing data.
- Assist senior evaluator in preparation of grant and contract proposals.
- Other duties as assigned.

### Minimum Qualifications

- Bachelor's degree in statistics, sociology, psychology, or a related field.
- Data management/analysis competency.
- Strong written and oral communication skills.
- Experience with multiple types of word-processing and spreadsheet software.

### Desired Qualifications

- Master's degree.
- Experience with HSIRB.
- Experience with data storage software.
- Experience with SPSS and/or other data analysis software.
- Experience within the child welfare system.

Email resume to [rachael.a.grover@wmich.edu](mailto:rachael.a.grover@wmich.edu). Deadline Nov. 8<sup>th</sup> 2013.

WMU is an EO/AA employer.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Revised: 10/2010